REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

OL/SD/☐ MFB No. 4 STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

Monthly Activity Report

2. TYPE OF REPORT
- X STATISTICAL
- X NARRATIVE
- ☐ MACHINE-MADE LISTING

3. FUNCTIONAL AREA

	PERSONNEL		TRAINING	ADMIN. GENERAL
X	LOGISTICS		SECURITY	OTHER (specify)
	MEDICAL		FINANCE	

4. NO. OF COPIES PREPARED

2

5. FREQUENCY - (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

C/MFB

7. FORMAT (memorandum, form :computer print-out, etc)

Memo

8. ADP PROCESSING

	YES	IF YES GIVE ADP PROCESSING NO.
X	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C/☐ STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

STAT

CRS/☐

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-9	5.54		6 hrs.		33.24		12		398.88
GS-5	3.46		2 hrs.		6.92		12		83.04
GS-11	6.87		5 min.		.573		12		6.876

97 hrs

B. COSTS OF COMPUTER PRODUCED REPORTS

				TOTAL COSTS PER YEAR	488.796

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A management tool used by the section to determine future requirements for space, transportation and personnel.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X	RETAIN AS IS	☐ OTHER (explain)
	CHANGE	
	DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Clerk-Typist

18. EXTENSION

STAT